

**SOUTHWEST
EQUAL EMPLOYMENT OPPORTUNITY
ADVISORY COMMITTEE BYLAWS**

Name	Purpose	Membership	Officers	Executive Committee
Standing Committees	Meetings	Budget	Amendments	

ARTICLE 1. NAME AND ORGANIZATIONAL ASSOCIATION.

This Committee will be called the National Oceanic and Atmospheric Administration, National Marine Fisheries Service (NMFS), Southwest (SW), Equal Employment Opportunity Advisory Committee (EEOAC), and will be referred to as the SW EEOAC.

ARTICLE II. PURPOSE.

The primary purpose of the SW EEOAC is to enhance Equal Employment Opportunity (EEO) and Affirmative Employment Program (AEP) communication between employees and management and serve in an advisory capacity on employee concerns regarding the EEO/AEP. The functions of the SW EEOAC will include:

- A. Serving as advisor to the NMFS EEO Program Manager;
- B. Recommending to NMFS management, goals, objectives, plans, policies, programs, and actions to ensure fulfillment of EEO and AEP requirements and activities;
- C. Advising/informing NMFS management of employee concerns regarding EEO and AEP programs;
- D. Organizing forums for employees that provide information on EEO policies and activities;
- E. Recommending studies or actions to evaluate or improve NMFS EEO programs;
- F. Recommending solutions to issues and/or problems which may have an adverse impact on the workforce;
- G. Recommending reviews when systemic problems have an adverse impact on the work environment;
- H. Serving as a liaison and focal point for advice and communication as requested through the EEO Program Manager;

- I. Developing workplan activities which incorporate and enhance NMFS AEP goals and objectives;
- J. Providing recommendations on recruitment sources to the EEO Program Manager;
- K. Providing to the Regional Administrator quarterly briefings on SW EEOAC planned activities and accomplishments; and
- L. Preparing an annual report of SW EEOAC accomplishments.

ARTICLE III. MEMBERSHIP.

Section 1. The SW EEOAC is made up of not more than 24 and not fewer than 10 members. Membership on the SW EEOAC is open to all permanent (part-time or full-time) employees with the NMFS Southwest Region and Southwest Fisheries Science Center interested in EEO and willing to contribute toward that purpose. Each year prior to the December meeting, vacancies on the SW EEOAC will be filled through election and/or appointment by the Regional Administrator and Science Director based upon the recommendation from the SW EEOAC. The appointed members will be selected to allow for representation by sex, race, age, grade levels, supervisory or nonsupervisory positions, and to allow for representation from each office within NMFS.

At least 4 weeks prior to the election or appointment of NMFS personnel, the SW EEOAC will inform NMFS Southwest Region and Southwest Fisheries Science Center employees of the number of vacancies on the SW EEOAC that will occur the following January 1 and request that interested individuals who wish to volunteer to serve on the SW EEOAC inform their supervisor and the SW EEOAC Administrative Subcommittee in writing. The Administrative Subcommittee will be responsible for the mechanics of the appointment and election process.

Section 2. Terms of new members will begin at the January meeting and run for 2 years. Members who wish to extend their service for a second consecutive term must be elected in the annual election for SW EEOAC members or appointed by the Regional Administrator. If a vacancy occurs with more than 1 year remaining on the term, it will be filled by appointment by the Regional Administrator after considering the recommendations of the SW EEOAC. Members may not serve more than two consecutive terms. Members who have been elected or appointed for two consecutive terms may be elected or appointed to the SW EEOAC again after a period of at least 1 year.

Section 3. Each member of the SW EEOAC is entitled to one (1) vote.

Section 4. Each member of the SW EEOAC will sign a Memorandum of Understanding with the member's immediate supervisor. The Memorandum of Understanding will include: (1) Member's name; (2) effective dates of membership; (3) agreed upon time (based on current NMFS policy) allotted for SW EEOAC duties; (4) statement reflecting accountability and responsibility; and (5) signatures of member, immediate supervisor of member, EEO Program

Manager, and SW EEOAC Chairperson.

Section 5. Resignations will be submitted in writing to the SW EEOAC Chairperson. Vacancies will be filled in accordance with Section 2 of this Article.

Section 6. The Regional Administrator, the NMFS EEO Program Manager, a NOAA Personnel Office representative, and the immediate past SW EEOAC Chairperson will be ex-officio (non-voting) members of the SW EEOAC. These members will be in addition to those members elected or appointed pursuant to Section 1 of this Article.

Section 7. The duly elected union may recommend a NMFS representative for appointment to the SW EEOAC who will serve as one of the appointed members. This member will be included in those appointed pursuant to Section I of this Article. A vacancy in this position will be filled by appointment by the Regional Administrator upon recommendation by the Union.

Section 8. The SW EEOAC Chairperson will appoint SW EEOAC members to one of the standing committees.

ARTICLE IV. OFFICERS.

Section 1. Officers of the SW EEOAC are: Chairperson, Vice-Chairperson, Secretary, and Assistant Secretary.

Section 2. Candidates for each office will be nominated and elected by the members of the SW EEOAC at the January meeting, or at the meeting following the resignation of an officer. Nomination will be made from the floor, with prior consent of the nominee. The vote will be by secret ballot.

Section 3. Officers will be elected by, vote of members present, sufficient a quorum. A quorum consists of not fewer than one-half of the members of the SW EEOAC.

Section 4. Officers will be elected for 1-year terms.

Section 5. The Chairperson will preside over the SW EEOAC meetings and appoint standing committees and ad hoc committees. The Chairperson will be an ex officio (non-voting) member of all standing and ad hoc committees.

Section 6. The Vice-Chairperson will perform the duties of Chairperson in the latter's absence will assist the Chairperson as requested, and prepare the annual budget request for the SW EEOAC (See Article VIII).

Section 7. The Secretary will: (1) Record attendance at meetings; (2) take minutes of the meetings; (3) maintain a list of office addresses; (4) notify the members of the time and place of meetings; and (5) conduct the correspondence of the SW EEOAC and other interested persons not later than 10 days after the meeting.

Section 8. The Assistant Secretary for the SW EEOAC will perform the duties of the Secretary as requested.

Section 9. All SW EEOAC Officers except the Chairperson will serve on ad hoc committees as requested. The Vice-Chairperson, Secretary, and Assistant Secretary will each serve on a standing committee of their choice, but no two officers will serve on the same committee.

Section 10. Outgoing officers will remain on the SW EEOAC for a period of 60 days as ex-officio non-voting members for purposes of providing continuity and expertise during the transitional period.

ARTICLE V. EXECUTIVE COMMITTEE.

Section 1. The Executive Committee will consist of the officers of the full SW EEOAC, the Chairperson of each standing committee, and the following ex officio (non-voting) members to include the NMFS EEO Program Manager and the immediate past Chairperson.

Section 2. Funds made available to the SW EEOAC will be supervised by the Executive Committee, which will recommend the expenditure of the funds to the SW EEOAC. The SW EEOAC will vote on the Executive Committee's recommendation.

ARTICLE VI. STANDING COMMITTEES.

The SW EEOAC will have three standing committees which are identified below. The Chairperson may appoint ad hoc committees as the need arises.

Section 1. Program. This standing committee will be responsible for matters related to the physical facilities and external affairs as they affect AEP and EEO goals and initiates.

Section 2. Personnel. This standing committee will be responsible for matters relating to SW personnel hiring, development, and staffing as described and related to the EEO and AEP policy and goals.

Section 3. Administrative. This standing committee will be responsible for matters relating to the operations of the full SW EEOAC and maintaining the SW EEOAC Homepage.

ARTICLE VII. MEETINGS.

Section 1. The Chairperson will establish a schedule of regular monthly meetings. These meetings will be open to all NMFS employees, and notice of the times and places of the meetings will be posted on the SW's Homepage and SW NEWS.

Section 2. Special meetings of the SW EEOAC may be called by the Chairperson or upon written request of one-fourth of the members of the SW EEOAC. The call for a special meeting will state the business to be transacted. No business will be transacted except that stated in the call, unless amended and approved by the attendees of the meeting.

Section 3. A quorum consists of not fewer than one-half of the members of the SW EEOAC.

Section 4. The rules contained in "Robert's Rules of Order Newly Revised" will govern the meetings of the SW EEOAC unless inconsistent with these bylaws. Business not set forth in the notice of the meeting will not be transacted if a majority of the members present object.

Section 5. All SW EEOAC correspondence will be subject to review and approval by SW EEOAC officers.

Section 6. Order of Business for Regular Meetings. Minutes, Officers' Reports, Subcommittee Reports, Old Business, New Business, Announcements, Adjournment. Special meetings will follow the order outlined in the call for said meetings.

ARTICLE VIII. BUDGET.

Section 1. The SW EEOAC will have an annual budget. The budget will cover a fiscal year (i.e., October 1 through September 30) .

Section 2. The Vice-Chairperson will be responsible for preparing the annual SW EEOAC budget. The Vice-Chairperson may appoint other SW EEOAC members to assist.

Section 3. Prior to October 1 of each year, the Vice-Chairperson will prepare a budget request covering the fiscal year beginning October 1. The request will be based on the previous fiscal year budget, modified according to activities projected for the new fiscal year.

Section 4. As stated. in Article V, Section 2., the Executive Committee will recommend and monitor expenditures from the annual budget.

ARTICLE IX. AMENDMENTS.

Subject to final approval by the Regional Administrator, these bylaws may be amended at any meeting by a two-thirds majority, provided that previous written notice of the proposed amendment be given in the call for that particular meeting.

Approved:

_____	_____
Date:	Timothy D. Price Chairperson, SW Equal Employment Opportunity Advisory Committee

Approved:

"	_____	_____
	Date:	Rodney R. McInnis Regional Administrator

Approved:

"	_____	_____
	Date:	William Fox Science Director

MEMORANDUM OF UNDERSTANDING FOR
EEO ADVISORY COMMITTEE MEMBERS

_____ will perform certain duties
(Employee's Name)
as a member of the _____
(Name of EEO Advisory Committee)
from _____ to _____
(Date) (Date)

Membership on the Advisory Committee will require the employee to carry out specific tasks as an individual or with other members of the Advisory Committee. Assignments may be made by the Regional Administrator, EEO Program Manager, Chairperson or Subcommittee Chairperson at the appropriate NOAA/Line Office/Staff Office level. The Civil Rights Division and EEO Program Manager will provide the necessary technical guidance.

To assure that adequate time is provided to successfully carry out the EEO Advisory Committee duties, it is agreed that Committee members will be guided by the following formula:

EEO Advisory Committee member may be given up to
10% duty time for EEO activities

The employee is responsible for providing on a pre-arranged basis a written report of EEO activities performed and time spent on those activities to his/her respective Chairperson and EEO Program Manager. Chairpersons of EEO Advisory Committees will provide on a monthly basis a written report of EEO activities performed and time spent on those activities to their respective EEO Program Manager.

Provisions of clerical support and office facilities are the responsibility of the head of the Line/Staff office.

Where there is evidence that the employee's primary duties are suffering as a result of Committee activities, the supervisor shall consult with the EEO Program Manager and the employee in an effort to resolve any deficiencies.

_____ Committee Member	_____ Date
_____ Immediate Supervisor	_____ Date
_____ SW EEOAC Chairperson	_____ Date
_____ EEO Program Manager	_____ Date